



**ENTRANCE EXAMINATION FOR  
FIREFIGHTER/EMT-BASIC (PARAMEDIC PREFERRED)**

**Monday, February 15, 2016 9:00 A.M.**

**MINIMUM QUALIFICATIONS**

- 18 Years of Age
- High school diploma or G.E.D.
- Active DSHS EMT Basic or Paramedic Certification
- Active Texas Commission on Fire Protection Basic Firefighter Certification
- Valid Texas Driver's License and driving record that complies with City of Kerrville standards

**SALARY AND BENEFITS**

- **Starting pay Firefighter \$41,466.46/yr = \$3,455.54/mo , plus Certification & Education Pay**
  - **DSHS Certification Pay:** \$50/mo EMT-Basic or \$350/mo Paramedic
  - **TCFP Education Pay:** \$50/mo Intermediate or \$75/mo Advanced or \$125/mo Master
- **\$6,000 Signing Bonus** - "Certification Reimbursement" for **newly hired Firefighter/Paramedics**
  - \$2,000 upon hire; \$1,000 at 6-months; \$1,000 at 1-year; \$2,000 at 2-years
- Step Pay Plan
- Texas Municipal Retirement System - Employee pays 7% and City matches it 2 to 1 vested in 5 years
- 100% of medical and dental insurance premium paid for employee only
- Approximately 50% of medical insurance premium paid for dependents
- Vision, Dental for dependents and Short Term Disability insurance available
- Paid Life and Accidental death insurance
- Ten (10) paid holidays per year
- Vacation accrues at one day per month
- Sick leave accrues at one day per month

**Written: Entrance Examination**

- Begins promptly on Monday, February 15<sup>th</sup> 9:00 A.M. at Kerrville City Hall – Upstairs Conference Room, 701 Main Street, Kerrville, Texas. Applicants arriving late will not be allowed to test. Applicants need to bring a photo I.D.

**Physical Ability Test: Entrance Examination**

- Begins promptly on February 15<sup>th</sup> at 1:00 & 16<sup>th</sup> at 9:00.

**Interview: Entrance Examination**

- Scheduled the week of February 22<sup>nd</sup> at Fire Administration, 87 Coronado

For an application, **call (830) 257-8449 or you can download the application and testing information at our website [www.kerrvilletx.gov](http://www.kerrvilletx.gov)**. The City of Kerrville is an Equal Opportunity Employer.

Application **must be received by 5:00 P.M., Tuesday, February 9, 2016**. Fax, email, or mail application to:

City of Kerrville - Human Resources  
701 Main Street  
Kerrville, TX 78028  
Fax: (830) 792-8346  
Email: [jobs@kerrvilletx.gov](mailto:jobs@kerrvilletx.gov)

## JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: January 2016

Position Title:

HR Control #: 121-F01 – 121-F16

**FIREFIGHTER - (PARAMEDIC or EMT-BASIC)**

130-B01 – 130-B18

Department	Fire	Pay Grade	FD3-1
Division	Fire Suppression	FLSA Classification	Non-exempt
Immediate Supervisor	Lieutenant	Employment Status	Regular Full-time

### **Job Summary:**

Perform fire suppression and emergency medical services for the community. Assist in the maintenance of equipment and facilities. Protect lives and property through firefighting/EMS activities, and perform hazardous tasks under emergency conditions.

**Disclaimer:** *The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

### **Principle Duties and Responsibilities:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- 1) Perform fire suppression duties by responding to emergency fire calls, using various equipment and apparatus for fire suppression, applying water and other chemicals to fires, and ensuring all property and lives are safe and secure.
- 2) Perform emergency medical services by responding to emergency calls, performing basic and advanced life saving procedures to patients, performing rescues, transferring patients to medical facilities, performing medical care on patients in moving vehicle, and performing other duties as necessary to save lives.
- 3) Perform other duties by assisting in the maintenance of facilities and equipment, conducting public tours of facilities, providing public education regarding fire and safety, maintaining continuing education and physical training and performing other duties as assigned.
- 4) Perform other duties as may be assigned.

### **Required Knowledge, Skills and Abilities:**

- Working knowledge of the mechanical principles involved in the efficient operation of fire apparatus and equipment.
- Knowledge of City maps and locations of streets, fire hydrants and response routes.
- Skill and ability to function as a lead worker performing essentially the same work as those directed, and includes training, instructing, and scheduling work.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations.
- Ability to plan, supervise and coordinate the work of others.
- Ability to use, operate and care for fire-fighting equipment.
- Ability to swim proficiently and to demonstrate such in a swim test.
- Ability to gain physical strength and agility sufficient to perform prolonged and arduous work under adverse conditions.
- Ability to attend and successfully perform during the fire department's mandatory physical fitness program.

**Job Title: Firefighter - Paramedic or EMT-Basic**

- Ability to work an irregular schedule, including weekends, evenings and holidays.
- Ability to maintain regular and predictable attendance.

**Machines, Tools, Equipment and Work Aids:**

- Fire suppression equipment, medical emergency equipment, fire apparatus, rescue equipment, computer and related software.
- Fire protective clothing, SCBA, bio-hazardous protective equipment, eye protection.

**Education, Certification and Experience Required:**

- Possession of a High School Diploma or equivalent.
- Possession of a valid Texas Class B driver's license.
- Applicant must be a certified Firefighter with the Texas Commission on Fire Protection and a certified Texas Department of Health (TDH) Emergency Medical Technician (EMT) at time of employment. If not a TDH certified Paramedic when hired, the employee must enroll in the first available Paramedic class and/or prerequisite classes and make a continuous, uninterrupted effort to pass and become a TDH certified Paramedic. Employee must maintain at least Paramedic level certification during employment with the Kerrville Fire Department. Failure to meet the Kerrville Fire Department Paramedic requirements may result in termination from employment.
- No previous experience required.

**Physical and Environmental Conditions:**

Duties are performed in both indoor and outdoor settings. The physical demands and work environment are representative of those that must be met by an employee to successfully perform the principle duties and responsibilities (essential functions) of this position or which the employee will encounter. While performing the duties of this job, the employee is subject to frequent standing, walking, lifting, climbing, reaching, kneeling, crawling, bending over and other intensive physical activity. The employee must have normal vision (corrected), hearing and the ability to communicate effectively. The employee, as an individual, must frequently lift and/or move objects or persons weighing up to one hundred (100) pounds, and more with assistance. The employee will work indoors and outdoors during inclement weather conditions, in extreme hot and cold temperatures, in darkness and around dust. The employee is frequently exposed to personal risk while working in dangerous and life threatening situations including fighting fires, performing rescues, hazardous material incidents, electrical hazards and driving or riding in a fire or EMS vehicle at high rates of speed. The employee is exposed to personal risk while working with persons in life-threatening situations, with serious injuries and illnesses, infectious diseases, and under the influence of drugs and alcohol. The noise level of the work environment ranges from generally quiet to loud.

**Signature/Approval:**

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

☐ with a reasonable accommodation

☐ without a reasonable accommodation.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Director

\_\_\_\_\_  
Signature of Department Director

\_\_\_\_\_  
Date